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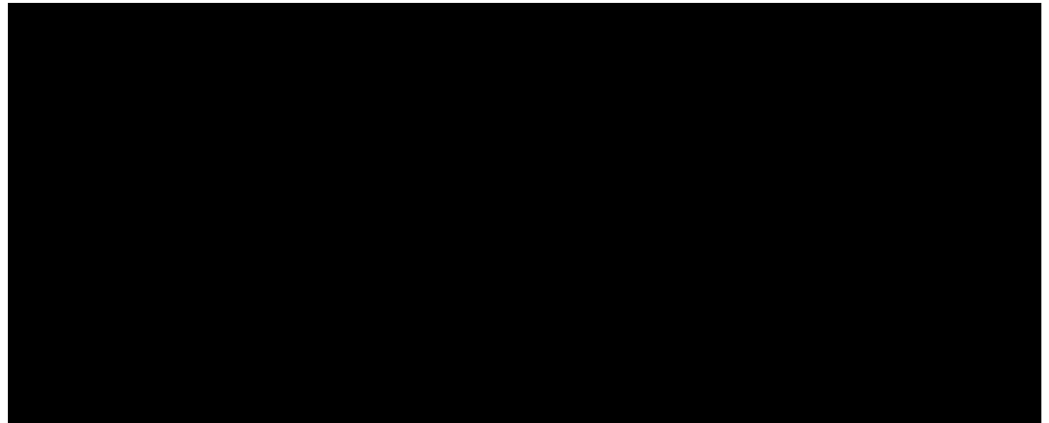
MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

1. The Office of Training reports on the following activities during the month of January 1959:

a. Training Assistance

(1) Two briefings for dependents going overseas were conducted during the month. These briefings, which took place on Saturdays between 0830 and 1700 hours, are keyed to the particular foreign area of assignment and stress problems of personal adjustment to foreign society.



(2) Training assistance to other U. S. Government components included:

(a) A lecture on the nature and significance of strategic intelligence was given at the U. S. Army Armor School, Fort Knox, Kentucky. Some 300 persons attended the lecture, most of them members of the Officers Advanced Course.

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**SUBJECT: OTR Activities**

(b) A briefing on the intelligence community was given for some fifteen members of the NSA Senior Staff Officers Course at Fort Meade, Maryland.

(c) The Intelligence Products Exhibit had 180 visitors, including seventy from NSA and thirty from the Strategic Intelligence School.

(d) A lecture on communism was given at the National War College on 19 January.

(e) Two lectures were given at the Air Command and Staff College at Maxwell Field, Alabama.

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**b. Internal Training Activities**

(1) JOT's on board and military duty total 155. The agreement with the Marine Corps for training up to ten JOT's a year has been signed by General Pate, Commanding General of the Marine Corps.

(2) The winter trimester of the Voluntary Language Training Program began during the month with a record enrollment of 409 students. A four-hour briefing conducted on language teaching and linguistics was attended by forty-seven instructors of the VLTP.

(3) Clerical applicant testing has been transferred from [REDACTED] to permit Clerical Recruiting personnel to interview applicants and complete the necessary tests on the same day. Formerly an appointment was made for testing on a subsequent date [REDACTED] and delay in EOD resulted.

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(4) Basic Management #49 was completed during the month. [REDACTED] Deputy Inspector General, one of the speakers, created so much interest on the part of the students that the discussion concerning top management policy in the Agency continued three-quarters of an hour beyond normal closing.

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(5) Verbal notification has been received that our proposed plan for the reorganization of the Public Works Branch at [REDACTED] has been approved. Sixteen applicants are pending against the new T/O; eleven are fully cleared and action is being taken to recruit locally for the remaining vacancies.

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**SUBJECT: OTR Activities**

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(9) OTR will assign two instructors to assist with the [REDACTED] training activity to be conducted at [REDACTED]

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(10) During January language awards were authorized in the amount of \$11,100 to eighty-four employees. Of the eighty-four awards, five were to DD/S employees. The total awards to date are 1,111 of which 504 were for achievement and 607 for maintenance. Cumulative awards to date now total \$136,000.

**c. Monthly Enrollment**

During the month of January 1,105 persons were enrolled in OTR conducted courses. Thirty of these were Agency dependents and eight employees of other Government agencies.

[REDACTED]

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**Acting Director of Training**

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59-TR-1-3466